Learn and Serve Indiana

Request for 2008-2009

Planning Grant Applications

for Corporation-Wide Service-Learning

All applications must be submitted electronically, via email by **May 5, 2008.** Applications must be submitted to Stefonie Sebastian, Learn and Serve Indiana Program Coordinator, at ssebast@doe.in.gov . The subject line on the e-mail must state **LSI Planning Grant.** A confirmation email will be sent to all school corporations who submit a planning grant.

Indiana Department of Education
SUPPORTING STUDENT SUCCESS

Guidelines

Introduction
The National and Community Service Trust Act of 1993 created a federal agency known as the Corporation for National Service. The Corporation's purpose is to provide funds, training, and assistance to states and communities to develop and expand service opportunities for young people. A portion of this national legislation created the Learn and Serve America School-Based Program for state departments of education to fund local schools interested in becoming more involved in service-learning.

Purpose
The Indiana Department of Education Learn and Serve Indiana Program (LSI) is accepting proposals for Planning Grants to aid in the creation of corporation-wide service-learning programs.

This year-long planning grant will begin in August 2008 and must be completed by July 31, 2009.

The primary emphasis of this planning grant opportunity is to provide school corporations with training and technical assistance in service-learning as well as funding to implement two to four service-learning classroom-based projects. The secondary emphasis is to prepare school corporations to successfully participate in a competitive corporation-wide three-year funding cycle in 2009.

Definitions
Service-learning is a teaching and learning strategy that integrates meaningful service with instruction and reflection to enrich the learning experience of students, to teach civic responsibility, and strengthen communities.

A **Service-Learning Advisory Board** consists of Administration, Faculty, Students, Community or Faith-based organizations who will support service-learning within the school corporation and community.

Application Guidelines
Applications must be submitted on or before **Monday, May 5, 2008**
- Applications must be submitted **electronically**, via e-mail to
  - Stefonie Sebastian, Program Coordinator
    Learn and Serve Indiana
    ssebast@doe.in.gov
- Subject line on e-mail must state **LSI Planning Grant**
- Applications must submitted as a Word document
- NO late applications will be accepted.
- Notification of grant award – **Week of May 12-16, 2008**

Grant Conditions

Eligible applicants must provide a Letter of Support from the Superintendent, as well as, from two building level administrators, (e.g., a high school and a middle school principal) to confirm administrative support for implementing service-learning within the school corporation.

- All signed Letter(s) of Support must be faxed to Stefonie Sebastian at 317-232-9121 on or before **May 5, 2008** and must clearly identify which grant application with which it correlates.

Matching Funds

Grant recipients must match the planning grant funding dollar-for-dollar. This may be local cash or in-kind match.

Funding Allotments

Each school corporation may apply for up to $4,000 to be used in the following manner:

- Training and Technical Assistance of building level faculty, administration, corporation level administration, and potential Service-Learning Advisory Board members;
- Creation of corporation-wide program design to support service-learning;
- Identifying Service-Learning Advisory Board members;
- Mandatory attendance at the Learn and Serve Indiana State Conference to be held October 6th, 2008 in Indianapolis; and
- Funding to implement two to four classroom-based service-learning projects

Program Criteria

By the end of the planning grant period, **July 31, 2009**, each funded program must complete the following items:

- Create a Service-Learning Advisory Board (SLAB) to aid the corporation in building and sustaining a strong service-learning program and define the roles and responsibilities of each member;
- Document the process for creating a SLAB for possible replication around the state;
- Administer two to four classroom-based service-learning projects by utilizing the mini-grant application provided by LSI;
- Attend the Learn and Serve Indiana State Conference – **October 6th, 2008** in Indianapolis, IN;
- Meet with the Service-Learning Technical Advisor (SLTA) assigned to your region a minimum of two times;
- Conduct Training and Technical Assistance (T/TA) for all participants (i.e. administration, faculty, staff, students, service-learning advisory board and community or faith-based partners) by the IDOE SLTA; and
- Provide the IDOE/ LSI program with a mid-year and end-of-year progress report, fiscal year-end reports and any additional requested information.

The Learn and Serve Indiana Planning Grant Application Follows

**Learn and Serve Indiana
Corporation-Wide Service-Learning
Planning Grant Application
2008-2009**

Proposal Format

1. Application Cover Sheet

The following information is required on an application cover sheet. Planning grants without cover sheets will not be accepted.

- School Corporation Name and Number
- Superintendent's Name, Phone Number, and E-mail Address
- Corporation Mailing Address – Include City, Zip Code and County
- Primary Contact's Name, Phone Number and E-mail Address
- Primary Contact's Mailing Address - Include City, Zip Code and County
- Total School Corporation Population – Students, Faculty and Administration
- Grant amount requested

2. Executive Summary

In one page or less,

- Explain briefly the need or interest for a corporation-wide service-learning program and identify the key personnel who will be working with this grant.
- Describe how the planning grant will serve as a catalyst to the creation of a corporation-wide service-learning program.
- Provide a statement on level of knowledge of service-learning within your school corporation (e.g. Novice – one or two teachers utilizing service-learning, Emergent – Several teachers utilizing service-learning with Administration's understanding and support)

3. Program Goals and Objectives (maximum 1 page)

- Explain the intended outcomes of this planning grant. Outcomes must be specific, measurable and realistic with tracking capability.
- Address how the Service-Learning Advisory Board (SLAB) will be identified and outline their roles and responsibilities.
  - A SLAB should consist of Administration, Faculty, Students, Community or Faith-based organizations who will support service-learning within the school corporation and community.
- Describe how you will identify the classrooms to participate in service-learning projects.
- Describe how you will identify community partners for your projects.

4. Program Timeline (maximum 1 page)

- Provide a detailed timeline showing a schedule for training school administrators, faculty, students and Service-Learning Advisory Board members
    - o Note: On-site training for faculty, staff and Service-Learning Advisory Board is provided free of cost by the Service-Learning Technical Advisors contracted by the IDOE/LSI program.
- Provide a timeline for meetings of the Service-Learning Advisory Board.
- Specify the timeline for classroom projects to be chosen and implemented.
- Include attendance at the Learn and Serve Indiana State Conference– **October 2008** in Indianapolis, IN

5. Budget & Budget Narrative

All applications must have a completed Budget Worksheet (**Appendix A**) to be considered for funding.
- The budget should reflect and support the priorities and plans outlined in the other narrative portions of the application.
- A maximum of 50% of the budget should be used to fund two to four classroom projects.
- Mini-grants for classroom projects should not exceed $750 for a semester-long project or $1,500 for a year-long project.
- Service-Learning Technical Advisor costs are incurred by Learn and Serve Indiana
- A maximum of 50% for personnel time outside of classroom to facilitate the program is allowable <u>as part of this match</u>.
- **NOTE: This grant does require a total dollar-for-dollar match for funding.**

In narrative form:
- Describe in detail how funds from each line item will be spent. (e.g. – State Conference: 10 teachers @ $100 Registration = $1,000 – Match Funds: 5 teachers @ $100 Registration $500 from Education Foundation)
- Explain where matching funds will come from.

Funds MAY NOT BE USED TO:
- Provide religious instruction, conduct worship services or engage in any form of proselytization;
- Assist, promote, or deter union organizing;
- Finance, directly or indirectly, any activity designed to influence the outcome of an election to any public office;
- Impair existing contracts for services or collective bargaining agreements; or
- Replace state and local funding streams used to support programs such as the type eligible to receive Learn and Serve America funds.

Thank you for applying for the Learn and Serve Indiana Planning Grant.
If you have questions regarding this grant application please contact
Stefonie Sebastian at <u>ssebast@doe.in.gov</u>

APPENDIX A—BUDGET WORKSHEET

This grant requires a dollar for dollar match.

Please provide detailed descriptions for each area.
(e.g. Substitutes for conference attendees: 4 substitutes @ $75 = $300)

Description	Grant Request	Matching Funds	Budget Total
Mini-grants to Classroom Teachers : (A maximum of 50% of the budget must be used to fund 2-4 classroom projects)		.	
Personnel: (10% of the grant request may be used to support a service-learning coordinator for this program)			
Transportation: (May include travel to and from service sites or professional development opportunities)			
Training and Technical Assistance: (Service-Learning Technical Advisor costs are incurred by Learn and Serve Indiana)			
Recognition/ Demonstration: (5% is the maximum allowable expense for this section)			
Budget Totals			

Possible sources of matching funds:

Community Donations   Donated Clerical Services
Substitute teachers supported by school   Student Technology Access
Cost of transportation supported by school   Donated Teacher Time
Materials supplied by school or others
Value of volunteer time
Value of goods or funds collected at or during service-learning projects